

**Hope Foundation's  
FINOLEX ACADEMY OF MANAGEMENT & TECHNOLOGY RATANGIRI**

**Documents Required for confirmation of admission AY 2026-27**

**Following documents (as applicable) are required (All Original + 2 Sets of photocopies)**

1. Receipt of payment of Rs. 1000/- for confirmation of allotted seat (Seat Acceptance Form generated and printed from CET portal).
2. Allotment letter- Printout from CET Cell Website.
3. A set of Receipt cum acknowledgement and other documents verified by Scrutiny Centre (SC) with seal and signature of the concerned SC /FC.
4. Final merit status letter - Printout from CET Cell Website
5. Scorecard MHT-CET 2026 OR JEE Main 2026 (Paper 1) / MCA CET 2026 for MCA candidates.
6. Marksheets of all semesters /years for MCA.
7. HSC Marksheet
8. SSC Marksheet
9. SSC Passing Certificate
10. Caste Certificate (For reserved category candidates)
11. Caste Validity Certificate (For reserved category candidates)
12. Non-Creamy Layer Certificate Valid up to 31 March 2027 or beyond for OBC,DT,VJ,NT,SBC, SEBC candidates.
13. Nationality Certificate (Whichever is uploaded)
14. Domicile Certificate (Whichever is uploaded)
15. Leaving Certificate after STD XII (for FE) / after graduation (for MCA)
16. Income Certificate of 2025-26 valid up to 31/03/2027
17. EWS Certificate (if seat is allotted through EWS quota) valid for 2026-27. (Proforma V)
18. Aadhar card photocopy
19. Bank passbook- photocopy of first page of bank passbook
20. Gap certificate -If HSC/Graduation is completed in or before 2026.
21. Any other document required to substantiate the claim made in application form

**Candidates are advised to keep additional photocopies with them of all documents. Further, all documents must be scanned and kept on email or drive of the candidate.**

**Documents required to be uploaded along with “Application Form for Centralized Admission Process”:**

| Sr. No.                                                                                                                                                           | Type of Candidate                                                                         | Documents required                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                 | All Candidates                                                                            | 1. SSC (Std.X) mark sheet.<br>2. HSC/Diploma marksheet & Migration certi<br>3. CET mark sheet/ Score Card.<br>4. School Leaving Certificate, if required to substantiate claim.<br>6. Certificate of the <b>Indian Nationality</b> of the candidate.                                                                |
| In addition to the above documents, candidates are required to produce the following <b>additional documents</b> depending upon the category to which they belong |                                                                                           |                                                                                                                                                                                                                                                                                                                     |
| 2                                                                                                                                                                 | Type– A Candidates                                                                        | Domicile/Birth/Leaving certificate of candidate<br>Indicating place of Birth in the State of Maharashtra                                                                                                                                                                                                            |
| 3                                                                                                                                                                 | Type– B Candidates                                                                        | Domicile certificate of candidate/father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra                                                                                                                                                                                        |
| 4                                                                                                                                                                 | Type– C Candidates                                                                        | Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.                                                                                                            |
| 5                                                                                                                                                                 | Type– D Candidates                                                                        | Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. Or Undertaking along with documentary evidences from the retired employee stating the place of birth in Maharashtra state. |
| 6                                                                                                                                                                 | Backward class Candidates belonging to SC/ST                                              | 1. Caste certificate<br>2. Caste/Tribe validity certificate                                                                                                                                                                                                                                                         |
| 7                                                                                                                                                                 | Backward class Candidates belonging to VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC/SEBC | 1. Caste certificate<br>2. Caste validity certificate<br>3. Non creamy layer certificate @ valid <b>up to 31st March 2027</b>                                                                                                                                                                                       |
| 8                                                                                                                                                                 | EWS: Economically Weaker Section Candidate                                                | In addition to the documents mentioned in Sr.No. 1 above, Eligibility Certificate for Economically Weaker Section Proforma –V (Valid for 2026-2027)सामाख्य<br>शासन विभाग, शासन निणय<br>राआधो4019/ख.ख.31/16-अ, खद . 12/02/2019                                                                                       |
| 9                                                                                                                                                                 | TFWS candidates                                                                           | Income certificate in the name of father of candidate stating that annual income is less than Rs. 8 Lakh from all sources issued by the appropriate competent authority of the Maharashtra State. Valid upto 31-3-2027                                                                                              |

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| 9  | Orphan candidate                   | In addition to the documents mentioned in Sr. No. 1 above,<br>Orphan Certificate Proforma – U                                                                                                                                                                                                                                                            |
| 10 | Persons with Disability Candidates | 1. Certificate in the proper format<br>2. Domicile certificate of candidate                                                                                                                                                                                                                                                                              |
| 11 | Defence candidate                  | 1) Certificate in format of Proforma-C/D.<br>2) Domicile certificate of Father/Mother who is in defence service                                                                                                                                                                                                                                          |
| 11 | Minority Candidates                | 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. (शासन िनणय अणसयाक विकास िभाग -. अिविव-2010 / .109 /10/ काया-5 द .01 जुलै 2013 पहावा)<br>2. Domicile Certificate of Candidate or Documents specified for Type A Candidates |

#### DETAILS ON THE DOCUMENTS TO BE CHECKED:

| Sr. No. | Document                                                                         | Details to be checked                                                                                                                                      |
|---------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | CET Marksheet                                                                    | 1) MHT-CET year -2026<br>2) Name of candidate<br>3) Application no. & Roll No.<br>4) Subject-PCM<br>5) Subject wise marks                                  |
| 2       | JEE Marksheet                                                                    | 1) JEE year -2026<br>2) Name of candidate<br>3) Application no. & Roll No.<br>4) Subject-PCM<br>5) Subject wise marks (each and every digit to be checked) |
| 3       | HSC Marksheet                                                                    | 1) Name of candidate<br>2) Year of Passing<br>3) Seat number<br>4) Subject wise marks (also check eligibility as per the rule)<br>5) Aggregate marks       |
| 4       | SSC Marksheet                                                                    | 1) Name of candidate<br>2) Year of Passing<br>3) Seat number<br>4) Subject wise marks<br>5) Aggregate marks                                                |
| 5       | <b>DOMICILE CERTIFICATE</b><br>(LC OR Birth certificate OR Domicile certificate) |                                                                                                                                                            |
| A.      | Leaving certificate                                                              | 1) Name of candidate<br>2) Year of Passing HSC<br>3) Place of birth should be in Maharashtra                                                               |
| B.      | Birth Certificate                                                                | 1) Name of candidate<br>2) Birth place<br>3) Issuing authority should be municipal corporation, Nagarpalika or Grampanchayat of Maharashtra state          |

|                                      |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                       |
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| C                                    | Domicile certificate                                                                               | 1) Name of candidate<br>2) Birthplace<br>3) Clear cut mention of "Domiciled in the state of Maharashtra"<br>4) Issuing authority should be from Maharashtra state government                                                                                                                                                                          |
| 6                                    | <b>NATIONALITY CERTIFICATE</b><br>(LC OR Birth certificate OR Nationality certificate OR Passport) |                                                                                                                                                                                                                                                                                                                                                       |
| A.                                   | Leaving certificate                                                                                | 1) Name of candidate<br>2) Year of Passing HSC<br>3) Clear cut mention of "Nationality-Indian"                                                                                                                                                                                                                                                        |
| B.                                   | Birth Certificate                                                                                  | 1) Name of candidate<br>2) Birthplace<br>3) Must be issued by municipal corporation, Nagarpalika or Grampanchayat from Maharashtra state government.                                                                                                                                                                                                  |
| C.                                   | Nationality certificate                                                                            | 1) Name of candidate<br>2) Clear cut mention of citizen of India OR "Nationality-Indian"<br>3) Issuing authority should be from Maharashtra state government                                                                                                                                                                                          |
| 7.                                   | Caste certificate                                                                                  | 1) Name of candidate<br>2) Caste & category<br>3) Caste certificate outward number & date of issue<br>4) Issuing authority should be from Maharashtra state government                                                                                                                                                                                |
| 8.                                   | Caste validity certificate                                                                         | 1) Name of candidate<br>2) Caste & category<br>3) Caste certificate outward number & date of issue should be same as mentioned on CVC.<br>4) Clear cut mention of "Caste/Tribe is found to be VALID".<br>5) Issuing authority should be "Dy. Commissioner Social Welfare"<br>5) Caste Certificate Scrutiny Committee of Maharashtra state government. |
| 9.                                   | Non-creamy layer                                                                                   | 1) Name of candidate<br>2) Caste & category<br>3) Clear cut mention of validity of the document till 31 March 2027 or beyond                                                                                                                                                                                                                          |
| <b>SPECIAL RESERVATION CANDIDATE</b> |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                       |
| 1.                                   | TFWS                                                                                               | 1) Income certificate of FY 2025-26 in the name of father of candidate stating that annual income is less than Rs. 8 Lakh.<br>2) Clear cut mention of validity of the document till 31 March 2027.<br>3) Issuing authority should be from Maharashtra state government                                                                                |
| 2.                                   | EWS                                                                                                | 1) Certificate should be in the form of proforma-V which is given in information brochure. (Valid for 2026-27)<br>2) Name of student<br>3) Category of candidate should be open                                                                                                                                                                       |

|    |                   |                                                                                                                                                                            |
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| 3. | Defence candidate | <ol style="list-style-type: none"><li>1) Certificate in format of Proforma-C/D.</li><li>2) Domicile certificate of parent of candidate who is in defense service</li></ol> |
|----|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|